Commonwealth Of Virginia

eVA/ERP Import Issues Documentation

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Catalog of Issues

Issues are defined as requirements that we don't know how to handle in eVA/ERP. The status of an issue is marked complete when a solution is decided.

Issue	Source	Description	Status	Date
101	eVA (eMall) Req. Header	Where does field Preparer appears and what is the purpose?	Closed	02/14/2002
102	eVA (eMall) Req. Header	Where does On behalf of (Requestor) appears and what is the purpose?	Closed	02/14/02
103	eVA (eMall) Req. Header	What happens if Deliver to is null on the transfer import file? Does import fail or Deliver to defaults to On behalf of (Requestor)?	Closed	02/14/02
104	eVA (eMall) PO Number	Can we use PO number from ERP in the unique name field? Is this unique name field sent to the vendor as PO number?		
105	eVA (eMall) PO Number	What is an eVA ERP Order (it is a document type? Need to know how/when it is used?	Consolidate with #104	
106	eVA (eMall) PO Number	How does the agency know whether or not to send order to eVA? What are the exceptions?	Closed	5/16/02
107	eVA (eMall) PO Number	If sending requisition in composing status to eVA, is requisition created automatically?	Closed	5/16/02
108	eVA (eMall) PO Number	How do ERP PO number and eVA PO number get matched?	Consolidate with #104	
109	eVA (eMall) PO Number	How do you tell if a PO should be charged 1% or not?	Consolidate with #106	
110	eVA (eMall) PO Number	Is there a report that gives you ERP cross-reference to eVA DO numbers?		
111	eVA (eMall) PO Category	Is using a generic PO category necessary or desired, or are agencies able to send appropriate category?	Closed	02/14/02
112	eVA (eMall) PO Category	Is the use of a generic PO category code okay with DPS?	Consolidate with #111	
113	eVA (eMall) Commodity Line	NIGP to UN/SPSC? Some agencies do not use commodity codes. What should agencies use?	Closed	5/16/02
114	eVA (eMall) Commodity Line	For agencies that do use commodity codes, what version of NIGP – cross-reference version/length (level) to use?	Closed	02/14/02
115	eVA (eMall) Commodity Line	Unit of measure – What standard to use?	Closed	02/21/02
116	eVA (eMall) Commodity	Ship-to Addresses – Can multiple ship-to addresses per commodity line be		

	Line	supported?		
117	eVA (eMall) Commodity Line	Can a default ship to address 'See Comments' be used for multiple ship-to locations? How do we handle on import?		
118	eVA (eMall) Commodity Line	How will Ship-to Address data be maintained (xref, share keys)?	Closed	5/16/02
119	eVA (eMall) Commodity Line	What happens when multiple Bill-to locations are on the same ERP PO?		
120	eVA (eMall) Commodity Line	Number of decimal places on quantity and price fields. How many places are sufficient?		
121	eVA (eMall) Vendor	DUNS number - Issued by DUN and Bradstreet (D&B), How do you get DUNS number?		
122	eVA (eMall) Vendor	How do we update/modify the vendor master file?	Closed	5/16/02
123	eVA (eMall) Vendor	How do you know the vendor is an eVA vendor?	Consolidate with #122, #127, #128	
124	eVA (eMall) Vendor	Where will the DUNS number be kept? Header level or detail?	Closed	02/14/02
125	eVA (eMall) Vendor	Shared key for exchange needed. Vendor + location = key. What is the process?		
126	eVA (eMall) Vendor	How do we sync - update/modify?		
127	eVA (eMall) Vendor	How are non-registered vendors to be handled?		
128	eVA (eMall) Vendor	How are registered, but non-electronic vendors to be handled?		
129	eVA (eMall) Vendor	Problem with Ariba sending multiple orders for non-registered vendors?	Consolidate with #127	
130	eVA (eMall) Vendor	What number is being used, DUNS or eVA assigned?		
131	eVA (eMall) Accounting Line	What fields are required in eVA?	Closed	02/14/02
132	eVA (eMall) Accounting Line	What fields are required at the agency level? (Direct entry into eVA)	Closed	02/14/02
133	eVA (eMall) Accounting Line	What's involved with code maintenance?		
134	eVA (eMall) Accounting	How will we use eVA for Pcards where we want accounting and for ERP Orders	Consolidate with #132	

		where we do not want/need accounting?		
135	eVA (eMall) Accounting Line	Can % split be supported?	Closed	01/31/02
136	eVA (eMall) Accounting Line	Split accounting for PO/For line on PO?	Closed	02/14/02
137	eVA (eMall) Accounting Line	If the agency has required accounting fields, how will these fields be handled when importing rather than entering directly into eVA?	Consolidate with #132	
138	eVA (eMall) Receiving	Receiving role. How is BSOrg setup for receiving?	Closed	01/31/02
139	eVA (eMall) Receiving	Do agencies need to handle receiving for imported orders differently from entered orders? Maybe send all imports to one special BSOrg?	Consolidate with #138	
140	eVA (eMall) Error & Message Handling	How are import error - points of failure handled?		
141	eVA (eMall) Error & Message Handling	What happens when records fail to load during import?		
142	eVA (eMall) Error & Message Handling	What happens when records import successfully into Ariba Buyer, but fail data-level validation?		
143	eVA (eMall) Error & Message Handling	How does ERP/eVA know to load in Ariba Buyer or Data Warehouse?		
144	eVA (eMall) Error & Message Handling	What happens when transport of PO to vendor fails?		
145	eVA (eMall) Error & Message Handling	Does Ariba provide a status code after import completes?		
146	eVA (eMall) Source	How do we get catalog data from shopping?	Closed	02/14/02
147	eVA (eMall) Source	How do we get quick quote data into ERP	Closed	02/14/02
148	eVA (eMall) File Transport & Data	Can we do file transport without a message broker?		

	Maintenance			
149	eVA (eMall) File Transport & Data Maintenance	How does the proposed message broker help the situation?		
150	eVA (eMall) Other Issues	What is a valid commodity?	Consolidate with #113	
151	eVA (eMall) Other Issues	Funding source - are there restricted funds that cannot be used for eVA purchases?	Consolidate with #106 Closed	5/16/02
152	eVA (eMall) Other Issues	How will changes/cancellations to POs be handled?	Closed	02/14/02
153	eVA (eMall) Other Issues	What orders are being sent to eVA?	Consolidate with #106	
154	eVA (eMall) Other Issues	How do we know who the paper vendors are? Who prints the POs?	Consolidate with #106 and #128	
155	eVA (eMall) Other Issues	How do we handle registered vs. non-registered vendors?	Consolidate with #127 and #128	
156	eVA (eMall) Other Issues	How do we handle grant-related/confidentiality issues (e.g., patient name on PO)?	Closed	02/14/02
157	eVA (eMall) Other Issues	Are there POs not eligible for 1%?	Consolidate with #106 and #151	
158	eVA (eMall) Receiving	How do we handle receiving in ERP on POs that are split in eVA?		
159	ERP Change Orders	What must take place in eVA if order is changed in ERP?	Consolidate with #152	
160	eVA (eMall) Vendor	Ten Ordering location in eVA not realistic. Can it be increased?		
161	eVA Change Orders	How do we handle Change Orders?		
162	eVA (eMall) Orders	How many comments and length of comments that a Fax PO, Email PO and XML PO can handle?		
163	eVA (eMall) Orders	What does the vendor receive if attachment is included on Fax PO, Email PO and XML PO?	Closed	5/16/02
164	eVA (eMall) Orders	How do we handle multi-fiscal year at line item?	Closed	5/16/02
165	eVA (eMall) Orders	How will PCARD order be imported?		
166	EVA (eMall) Vendor	Are we considering going to NIGP 7 digits?		

Issue

Issue Number:	101
Issue Date:	01/10/02
Issue Source:	eVA Requisition Header
Issue Description:	Preparer
Discussion:	Where does field Preparer appear and what is the purpose?

- Preparer is an eVA user that creates an order in eMall.
- Must be a valid eVA user login
- Should be the ERP buyer (buyer for the agency)
- Appears on the top of printed PO.
- Is the contact person for the vendor
- Agencies could possibly use eVA userid in their ERP to avoid crosswalks.
- Is sent on the e-PO (electronic PO) to ACSN.
- Required in XML.
- Often is the buyer for the agency
- Preparer does not have to be in the same BSOrg as Requestor.

Status:	Closed
Date:	**02/14/2002**

Issue

Issue Number: 102

Issue Date: 01/10/02

Issue Source: eVA Requisition Header

Issue Description: On behalf of

Discussion: Where does field **On behalf of** appears and what is the purpose?

Solution:
- XML requestor field (required field)
- Must be a valid login for an eVA user in the same BSOrg where Requisition is imported into.
- The BSOrg that the "on behalf of" login user belongs to is used for any accounting defaults.
- Can setup dummy default values for the "on behalf of" for the import. If using a default, use standard nomenclature so the login ID in eVA is similar to 'A194ERP' ('A" + Agency Number + 'ERP')
- Not printed on the PO
- Not sent to ACSN

Status: Closed
Date: **02/14/2002**

Issue

Issue Number: 103

Issue Date: 01/10/02

Issue Source: eVA Requisition Header

Issue Description: Deliver To

Discussion: What happens if Deliver to is null in the transfer (XML) import file?
                       Does import fail or Deliver to defaults to On behalf of (Requestor)?

Solution: -   Deliver to is a free-form text field. It is a required field, so the
                            import record should not have nulls for this field to avoid a failure
                            error condition.
                       -    Currently, there are no defaults for the Deliver To field.
                       -    The value in the Deliver To field does not have to be an eVA valid
                            login, it can be a person's name, etc.
                       -    Does print on the Purchase Order.

Status: Closed
Date: **02/24/2002**

Issue

Issue Number: 104

Issue Date: 01/10/02

Issue Source: PO Number

Issue Description: ERP PO Number

Discussion: **Can we use PO number from ERP in the unique name field? Is this unique name field sent to the vendor as PO number?**

- There are two options when importing requisitions:
  1. Auto-submit – PO automatically approved – Ordering status
  2. No auto-submit – PO goes into composing status and approval rules/workflow setup in eVA by agency is applied.
- eVA creates separate order for each billing location on PO line item, most ERPs do not.
- Assumptions for auto-submit equals true:
  1. You are submitting orders, not requisitions.
     Auto-submit -> order -> vendor.
  2. Only one vendor per order
  3. Only importing DO orders
  4. See the import specification for the Unique Name field in the header information. AMS has stated that when agencies import their ERP PO number as defined in the import specification, the ERP PO number will become the order number in eVA (Ariba). Example: Import(NA): A194-12345, where A194 is the agency code and 12345 is the agency ERP PO number. The prefix of the agency code (A194) should make the ERP PO numbers unique across eVA.
  5. Assume for now that the agency will prefix their order number with the agency code (A194-) when they send it to eVA. This could possibly be handled in the future by the message broker.
- Assumptions for auto-submit equals false (no auto-submit):
  1. You are submitting requisitions, not orders.
     No auto-submit ->requisition-> order -> vendor
  2. The Unique Name is still required, but it should be the ERP requisition number. It should not be prefixed by "Import(NA):".
  3. Ariba will automatically assign the purchase order number when the requisition is turned into purchase order(s).

02/21/02
If the agency sends their ERP PO number and the order has multiple bill to addresses, what do the PO numbers look like on each order generated?

	AMS: Good question. I will have to look into this one.
Solutions:	
Status:	5/16/02 - AMS in process or coding programming interface. Marc not sure, will find out from his programmer.
	3/28/02 - According to Marc does not to include "Import(NA):" as part of the PO number.
	Open - Waiting on demonstration of importing ERP PO number and having the ERP PO number used in Ariba as the order number.
Date:	**5/16/02**

Issue

Issue Number: 106

Issue Date: 01/10/02

Issue Source: PO Number

Issue Description: Send Order to eVA

Discussion: 03/28/02 - Marc, can we include on import file how order will be sent (paper, electronic, etc)?

What happens when agency sends PO with vendor who is registered, but location address does not exist in eVA?

How does the agency know whether or not to send order to eVA? What are the exceptions?

Solution:
1. General exemptions are identified in PIM 10.
2. Agencies are only required to import orders into eVA eMall (Ariba) for vendors who can receive their orders electronically. Vendors who can receive their orders electronically are those whose preferred order method on the vendor address record indicates "URL" (on the R_AD record, the PREF_ORDER_METH = 1). See #122.
3. Recommend that agencies develop a method in their system to identify orders to be sent to eVA.
4. Eventually, those orders that are not imported into the eMall must be sent to the data warehouse.

3/28/02 -
1. Agency sends everything on flat file. If confidential, suppresses confidential elements.
2. Agency sends flag (preferred order method) how they think order should be sent (Paper, Electronic or Non-registered).
   a. If agency indicates Paper or Electronic and vendor does not exist in eVA, order is placed in the non-registered databases. Message broker error handling routine sends email to agency.
   b. If agency indicates order is paper and it eVA thinks it should be electronic, Message broker error handling routine sends email to agency, order is imported into eVA, but not sent to vendor.
   c. If agency thinks vendor is not registered in eVA, but vendor is registered in eVA, Message broker error routine places order in the non-registered database, email is sent to agency.
   d. If agency thinks it's electronic, but is paper in eVA, order is imported in eMall with status of Ordering, send email to Tammy Tickle and agency.

05/16/02 - If location for a registered vendor does not exists, purchase

order is treated as a non-registered vendor, and is sent to the DGS holding tank.

Exceptions are identified and listed on the import interface guide.

Status: Closed
Date: **5/16/02**

Issue

Issue Number: 107

Issue Date: 01/10/02

Issue Source: PO Number

Issue Description: Requisition Composing Status

Discussion: If sending requisition in composing status to eVA, is requisition
                       created automatically? Answer is Yes.

Assigned To:

Solution: -   ERP only sending Orders to eVA.
                       -   Orders information received from ERP will cause a requisition to
                           be created automatically in eVA and approved, which in turn
                           creates an eVA Order. Order is sent electronically to vendor.
                       03/28/02 -
                       -   Can send both Autosubmit = True and Autosubmit = False, since
                           Autosubmit is at the transaction (order) level.
                       -   Andy Kmett will do pre-validation for integrity checks.
                       -   If error on load including those in composing status, email goes to
                           AMS, AMS contacts agency.
                       -   Each agency must establish a contact.
                       -   Agency should have a person daily go into eMall and search "on
                           behalf of" person and find those orders in composing status.

Status: Closed
Date: **05/16/02**

Issue

Issue Number: 110

Issue Date: 01/10/02

Issue Source: PO Number

Issue Description: ERP/eVA DO Cross-Reference

Discussion: Is there a report that gives you ERP cross-reference to eVA DO
                       numbers?

Solution: -   Agencies can currently enter their ERP PO number in an eVA
                           order on the requisition title screen, in the header cross reference
                           field. The value entered gets printed along with the eVA PO
                           number on the printed PO. The header cross reference field is
                           printed at the bottom of the electronic orders.
                       -   Currently Marc (AMS) runs a report on a weekly basis and
                           provides it to one agency. Not willing to do this for every agency.
                       -   This will be one of the first reports to be generated when Data
                           Warehouse goes to production.

Status: Open – waiting on data warehouse report
                       05/16/02 - Marion reviewing report. Will be published on eVA
                       website by the end of this week or early next week. This report is
                       similar to the report that AMS provides to DMS on a weekly basis.
Date: **05/16/2002**

Issue

Issue Number: 111

Issue Date: 01/10/02

Issue Source: PO Number

Issue Description: PO Category

Discussion: Is using a generic PO category necessary or desired, or are agencies
                       able to send appropriate category?

Solution: -   COVA will provide eVA code values to agencies. Values are:
                            R01 = Routine
                            E01 = Emergency
                            P01 = Proprietary
                            S01 = Sole Source
                       -    Agencies will be required to send a valid, appropriate PO category
                            for importing in eVA (no defaulting).
                       -    If agencies require further categories, request must be sent to
                            DGS/DPS to add in eVA.
                       -    Not retroactive to ERP PO's, going forward.

Status: Closed
Date: **02/14/2002**

Issue

Issue Number: 113

Issue Date: 01/10/02

Issue Source: Commodity Line

Issue Description: Agencies do not use Commodity codes

Discussion:
- **NIGP to UN/SPSC? Some agencies do not use commodity codes. Should NIGP or UN/SPSC be used?**
- For agencies that do not have commodity codes, it might be possible to use object codes to do crosswalk to NIGP.
- Maria Monteiro to find out from AMS(Dale Kress) all the crosswalks available.
- Problem with using object codes is an object code can have more than one commodity associated with it. For example, pencils and pens fall under the same object code.
- eVA uses both NIGP version 11 (5 digits) and UN/SPSC. Data Warehouse uses both. eMall uses UN/SPSC. Vendor registration uses NIGP.

01/24/02 -
- Interface import file must have UN/SPSC code.
- AMS/COVA to research possibility to custom tailor UNSPSC commodities for agencies.

02/14/02 –
- Agencies must send a valid, appropriate UN/SPSC code based on the commodity on the import to eVA.
- The agency must do the crosswalk (if necessary) between their commodity codes and the UN/SPSC codes.

05/16/02 - Agency may use either, but recommends that NIPG version 11, 5 digit be used.

Status: Closed
Date: **05/16/02**

Issue

Issue Number: 114

Issue Date: 01/10/02

Issue Source: Commodity Line

Issue Description: Agencies that use NIGP codes, what version to use.

Discussion: For agencies that do use commodity codes, what version of NIGP – cross-reference version/length (level) to use?

Solution: -   eVA uses both NIGP version 11 (5 digits) and UN/SPSC. Data Warehouse uses both. eMall uses UN/SPSC. Vendor registration uses NIGP version 11 (5 digits).

Status: Closed
Date: **02/14/02**

Issue

Issue Number: 115

Issue Date: 01/10/02

Issue Source: Commodity Line

Issue Description: Unit of Measure

Discussion: **Unit of measure – What standard to use?**

                       01/24/02 -
                       All unit of measure will accept 4 positional decimals. Group thinks we
                       might need 5 positional instead of 4 to accommodate utility unit of
                       measure.

Assigned To:

Solution: -   Quantity and price must accept at least four (4) decimals. Marion
                           will let Bob Sievert know of this decision.
                       -   United Nation Standard unit of measure will be used.
                       01/28/02 -
                       -   According to Marc (AMS), system allows you to have up to ten
                           positional decimals.

Action Item: -   Marc (AMS) will send Marion Lancaster CSV file of current unit
                           of measures in eMall.
                       -   Marion will distribute CSV file to agencies.
                       01/24/02 -
                       - Marc (AMS) will research if it can be increased to 5. - (Closed)
Status: Closed
Date: **02/21/02**

Issue

Issue Number: 116

Issue Date: 01/10/02

Issue Source: Commodity Line

Issue Description: Ship-To Address

Discussion: **Ship-to Addresses – Can multiple ship-to addresses per commodity line be supported?**

Can possibly put multiple Ship/Bill to in comments?

02/14/02 (updated from 01/24/02)
- Answer is No.
- Cannot send over to eVA with multiple ship-to addresses per commodity line.
- For every PO line in ERP with more than one ship-to, agency must send as multiple PO lines in eVA..
- Quantity is at the ship-to address location in ERP.
- Accounting tied to ship-to address location in ERP.
- ERP PO number can be sent in the Unique name field on eVA import header format: Import(NA): Agency code+ ERP# + suffix for multiple ship-to address. Example: Import(NA):A194ERP# + suffix.
- Some agencies use auto PO number in ERP and cannot add suffix to PO number in their ERP. Perhaps the agency could add a suffix during the creation of the import file.
- ERP is the system of record.
- There is a field in the eVA address file to store the ERP identifier of the ERP ship-to address (the URL field). The URL uniqueness is not enforced in eVA.
- Maybe business process at ERP needs to be changed to match eVA.
- Agencies can have up to 1300 ship/bill to addresses in eVA.

Agencies need unique ship-to addresses in eVA - Go to eVA, Learn about eVA, scroll down to **Vendor Technical Documents and Information**, click on Shipping & Billing Address for eVA Buyers. You will see a spreadsheet with Bill to/Ship to tabs.

3/24/02 -
- Can possibly put multiple Ship/Bill to in comments for Paper orders. If electronically, could possibly make more work for vendor, since vendor has to do data entry into their system for every Ship/Bill to listed in comments. Does not recommend for electronic orders.
- Might impact reporting from Data Warehouse, if multiple Bill/Ship to is entered in comments, could not truly give geographical

shipping/shipping location reports.

Action Item:	What Suppliers are doing with multi-orders? - Jan to assign committee to research with key Suppliers that have been using Ariba.
	Debbie Adams - Provide BOL & Packing slip to Jan that mimics ERP POs.
Solution:	Orders in the ERP could be entered in the ERP to align with the data structure in eVA (or the agency must use a technical design to ensure that the data sent for import into the eMall matches the data structure in eVA).

- No multiple ship-to addresses per commodity line.
- No multiple bill-to addresses per purchase order.
- No way to send multiple shipping schedules (ex. ship 10 cases week 1, 15 cases week 2, etc.)
- OK to add multiple Bill/Ship to in comments for paper orders. If electronic, agency breaks apart ERP PO into several POs or PO lines and add suffix. Suggest to add eVA address ID as suffix for PO and eVA address ID + line number for PO lines.

Status:	Closed
Date:	**03/28/02**

Issue

Issue Number: 117

Issue Date: 01/10/02

Issue Source: Commodity Line

Issue Description: Multiple Ship-To per Line Item

Discussion: **Can a default ship to address 'See Comments' be used for multiple
                     ship-to locations? How do we handle on import?**
                     03/28/02 - No, not on electronic orders.

                     01-24-02 -
                     -   Use 'See Comments' as a ship-to location. Add ship-to location on
                         comment field.
                     -   Agencies don't have to maintain xref.
                     -   ERP shipment address location placed on the comments field.
                     -   Need to know if this would be acceptable to Supplier. How does it
                         affect EDI, electronic POs?
                     -   See Issue Number 116.

Status: Closed
Date: **03/28/02**

Issue

Issue Number: 118

Issue Date: 01/10/02

Issue Source: Commodity Line

Issue Description: Ship-To Address maintained

Discussion: **How will Ship-to Address data be maintained (xref, share keys)?**

01/24/02 -
- Candidate field for ERP ship-to address xref is eVA field URL.
- Pursue options in Ariba.
- Who/What does the translation from ERP to eVA?
- Describe how xref will be maintained in eVA.
- Alternatives:
  1 - Double entry (ERP & eVA)
  2 - Send it via another method. Mechanism to pass changes from ERP to eVA.

02/14/02
- Agency must send the eVA ship-to unique name in the line item record as defined in the import data specification.
- Agency must do any necessary translations. In the future, the message broker may be useful for this translation.
- Currently, address information can be found on www.eva.state.va.us, Learn about eVA, scroll down to the vendor section to find a link to download addresses in Excel.
- A "report" can be made available to agencies through the data warehouse of ship to addresses (including the URL field).

02/21/02
- Provide place on portal to access Ship to addresses.
- Once Data Maintenance Management is rolled out, agencies will be able to update their own Ship to addresses.

03/28/02
- Agency is encouraged to start adding their ERP Ship to address ID into eVA URL field of Shipping Address.
05/16/02 - Reports are available on the Technical page of the eVA Reports and Documents portal. Through the eVA Data Maintenance application, agency has the capability to add/update addresses once eVA lead person for the agency sends request to the eVA security to grant eVA user access to the application. Must specify is a user should have Read and/or Write privileges.

Status: Closed
Date: **05/16/02**

Issue

Issue Number: 119

Issue Date: 01/10/02

Issue Source: Commodity Line

Issue Description: Multiple Bill-To Locations

Discussion: What happens when multiple Bill-to locations are on the same ERP
                       PO?

Solution: - Split PO occurs in eVA.
                       -   See issue #116

                       02/14/02
                       -   If agency sends with different bill to addresses for each
                           commodity line, eVA will split the order into multiple orders.
                       -   Recommend that the agency procedurally or technically create
                           separate orders for each bill to address and put suffix on the ERP
                           PO number.
                       -
                       03/28/02
                       -   Concern of appearance of splitting orders. Agency add suffix to
                           order number. Suffix could be eVA Bill to address.
                       -   Another suggestion is to change process at ERP side to allow only
                           one Bill to per order.

Status: Closed
Date: **03/28/02**

Issue

Issue Number: 120

Issue Date: 01/10/02

Issue Source: Commodity Line

Issue Description: Decimal places on quantity and price fields

Discussion: **Number of decimal places on quantity and price fields. How many places are sufficient?**

                       01-24-02 - How do decimals appear on electronic POs?

Assigned To:

Solution: 01-24-02 - See Issue Number 115.
                       -    According to Marc, will print on PO, since PO is created with HTML. Wraps around.

                       02/21/02
                       -    Marc to research problem with printing of price with 9 decimal positions on PO.

                       03/28/02
                       - Need nine (9) positions.

Status: Closed

Date: **03/28/02**

Issue

Issue Number: 121

Issue Date: 01/10/02

Issue Source: Vendor

Issue Description: Issuance of DUNS

Discussion: DUNS number - Issued by DUN and Bradstreet (D&B), How do you
                       get DUNS number?

Assigned To:

Solution: 01-24-02 -
                       Vendors:
                       -   Vendors get DUNS Number to contacting DUN & Bradstreet, or
                           going to their website. Takes approximately 5 to 7 days for DUNS
                           to be issued.
                       -   There's a review and verification process that takes place before
                           DUNS is issued to vendor.
                       -   DUNS have contacted eVA project team to find out how they can
                           assist vendors with DUNS number.
                       -   Vendors may be required to have multiple header suppliers ID.
                       -   Vendors must have separate headers for each catalog in Ariba.
                       -   According to DUNS, there's a way to relate multiple DUNS
                           number to a supplier.
                       Agencies:
                       -   Agency must have a valid DUNS number to match on. DUNS
                           number must determine correct Ordering location.
                       -   Cannot use FIN. Multiple header records exist in Vendor
                           Registration for same vendor with the same FIN.

                       03/28/02
                       -   DUNS is out key for order locations.
                       -   In transition, we will attempt to match on Tax ID + Zip (5 digits)
                       -   By July 1, 2002 all eVA vendors will have DUNS #.

Status: Closed
Date: **03/28/02**

Issue

Issue Number: 122

Issue Date: 01/10/02

Issue Source: Vendor

Issue Description: Update/Modify Vendor File

Discussion: **How do we update/modify the vendor master file?**

01-24-02
Do we care when ERP updated their vendor file?

How do we get DUNS number in internal ERP?

Do we have agencies that would like electronic updates when vendor files in eVA are updated?

CARS requires suffix to FIN number to be passed. Suffix is two digits. Suffix is agency specific. CARS may have payment address, not location.

Alternative:
   VA to come up with common identifier for common vendor location. Opportunity to standardized. Who would be the keeper? What/Who would do translation to Interface import file.
    Thoughts - Maybe use Supplier ID(FIN) and suffix. Suffix identifies location.

Solution: 01-24-02 -
eVA - Vendor file update:
   Vendors update themselves in VSS. Vendor updates address, DUNS number, commodity code (NIGP, version 11, length of 5), service areas.
   Vendor information is passed to Advantage nightly via batch update.
   Few people in DPS can update Vendor information in Advantage.

- eVA has only one vendor file. All agencies use the same vendor file. Vendors are no separated by agency.

02/14/02
- The Virginia Public Procurement Act requires a central point for vendor registration. That central point is eVA. Each agency must determine the best method for keeping their vendor file in synch with the eVA vendor file.

- Currently, a list of eVA vendors are on www.eva.state.va.us, Learn About eVA, click on Registered Vendors View List link.
- In the future, eVA will provide current vendor registration information on the web that can be downloaded by the agency.

03-28/02
- Put a link on the eVA Portal to allow vendor file to be downloaded on its entirety or based on last modified date. File will be downloaded as CSV.
- Preferred order method will be checked against vendor file.
05/16/02
- Vendor information (Vendor header and location addresses) is available on the eVA Reports and Documents portal (Technical page) to be downloaded by agencies.

Status: Closed
Date: **03/28/02**

Issue

Issue Number: 124

Issue Date: 01/10/02

Issue Source: Vendor

Issue Description: DUNS Number Kept

Discussion: **Where will the DUNS number be kept? Header level or detail?**

                       01/31/02 - Will discuss after the vendor meeting scheduled for the
                       week of Feb. 11.

Solution: 02/14/02
                       - Needs to be kept at the ordering location.
                       -    If the ERP can not support maintaining DUNS at the ordering
                            location, or if there is an agency policy decision to only send to a
                            default ordering location, agency could maintain at the header
                            level.
                       -    However, if agency maintains at the header level, vendors with
                            ordering locations specific to a commodity will be a problem for
                            that agency.

Status: Closed.
Date: **02/14/02**

Issue

Issue Number: 125

Issue Date: 01/10/02

Issue Source: Vendor

Issue Description: Vendor Shared Key

Discussion: **Shared key for exchange needed. Vendor + Location = key. What is the process?**

                         01/31/02 - Will discuss after the vendor meeting scheduled for the week of Feb. 11.

Solution: DUNS or Tax ID + Zip (5 digits)

Status: Closed
Date: **03/28/02**

Issue

Issue Number: 126

Issue Date: 01/10/02

Issue Source: Vendor

Issue Description: Sync

Discussion: **How do we sync - update/modify?**

                       01/31/02 - Will discuss after the vendor meeting scheduled for the
                       week of Feb. 11.

Solution: See Issue #122

Status: Closed
Date: **03/28/02**

Issue

Issue Number: 127

Issue Date: 01/10/02

Issue Source: Vendor

Issue Description: Non-registered Vendors

Discussion: **How are non-registered vendors to be handled?**

                                  01/31/02 - Import mechanism only accepts registered vendors. Cannot add adhoc vendors

Solution: Send everything on flat file.
-   DGS will handle non-registered vendors.
-   Non-registered locations for a registered vendor, handle as an order.

Status: Closed
Date: **03/28/02**

Issue

Issue Number: 128

Issue Date: 01/10/02

Issue Source: Vendor

Issue Description: Non-electronic vendors

Discussion: **How are registered, but non-electronic vendors to be handled?**

                        Does the order need to be sent to Data Warehouse or ignored, if not sent to eVA?

                        01/31/02 - Question from AMS - How does COVA want to handle on import? If orders are sent with status of Auto-Submit, does not have a way to notify person to print.
                        -   eVA will accept orders, but will sit in the system.
                        -   Have capability to add some approvers with Auto-Submit. May be able to add PO Print approval.
                        -   Do you need to print the PO from ERP or eVA?
                        -   There are some Terms and Conditions issues - Some agencies have T&C on their printed PO, but does not contain clause about 1% fee. T&C is now in the Vendors Manual.

Solution: 02/14/02 see issue #106 Send orders for vendors who can not receive orders electronically to the data warehouse instead of the eMall.

                        03/28/02 - Same as #127. Agency will send what they think the preferred order method is.

Status: Closed
Date: **03/28/02**

Issue

Issue Number: 130

Issue Date: 01/10/02

Issue Source: Vendor

Issue Description: DUNS or eVA Number Used

Discussion: **What number is being used, DUNS or eVA assigned number?**

                       01/31/02 - Will discuss after the vendor meeting scheduled for the
                       week of Feb. 11.

Solution: Refer to issue #121. DUNS or Tax ID + Zip (5 digits)

Status: Closed
Date: **03/28/02**

Issue

Issue Number: 131

Issue Date: 01/10/02

Issue Source: Accounting Line

Issue Description: Fields Required in eVA

Discussion: What accounting fields are required in eVA?

Solution: 01/31/02 - There are no required fields, except for the agency defined.
                           Agency has the ability to setup required fields. The required fields in
                           eVA are at the requisition header. The required fields are: Agency
                           No., Fiscal Year and PO Category.

                           02/14/02 – additional notes
                           If you have mandatory fields for your agency, you can establish a
                           separate BSOrg, and using a filter, default the values.

                           02/21/02 - additional notes
                           The mandatory vs. optional at agency level for each field. Agency
                           defaults are set at BSOrg level.

Status: **Closed**
Date: **01/31/02**

Issue

Issue Number: 132

Issue Date: 01/10/02

Issue Source: Accounting Line

Issue Description: Fields Required For Direct Entry Into eVA

Discussion: **What fields are required at the agency level? (Direct entry into eVA).**

01/31/02 – (Modified 02/14/02)
- A specific BSOrg with dummy defaults can be setup for each agency in eVA. Agency does not have to send defaults on import if the "on behalf of" login belongs to this BSOrg.. Defaults in BSOrg populate imported orders in eVA
- The requestor ("on behalf of") has to be in the BSOrg for the order sent. The Preparer can be in any BSOrg. See#102.
- Need to setup default accounting values for BSOrg. If you don't want eVA users to be able to pick from default values, BSOrg filters can be setup to prevent direct data entry eVA users from selecting values (ex. pcard users in their normal BSOrg will still be required to enter accounting data, but import can default values in the special BSOrg set up for importing)..
- Cannot filter on Pcards.
- If agency not going to default Requestor (On behalf of), then the agency will need to maintain cross-reference of eVA accounting data in ERP if the agency requires the accounting data in eVA.
- Since the ship to address defaults to the requestor, agency should send the correct ship to unique name in the import, otherwise the default Ship-to address will cause all orders to be shipped to the same address. Not recommended.

02/21/02 - additional notes
The mandatory

Solution: 01/31/02 - Agency specific. See Issue Number 102 and 131.

Status: Closed
Date: **02/14/02**

Issue

Issue Number: 133

Issue Date: 01/10/02

Issue Source: Accounting Line

Issue Description: Code Maintenance

Discussion: **What's involved with account code maintenance, how is mass update handled?**

01/31/02
- Is there another mechanism other than online entry to update codes (i.e. uploading)? No. Code must be updated record by record.
- Currently only DGS has access to the online code maintenance. DGS updates codes for all agencies. Agencies would like to have the ability to access the online maintenance.
- Mass update is available only for the initial setup of agency. AMS and COVA working on policy and procedure for mass update.
- See Issue Number 132.

02/14/02
No mass update at this time. Handled on a case-by-case basis.

Solutions: 03/28/02
- Maria to train A/E (DGS Account Executives) on Data Maintenance.
- A/E will train agencies.
- DGS asked AMS to develop batch update (don't have date or price).

Status: Open – waiting on granting access to agencies to maintain their own data using the web data collector (addresses, roles, field data).
05/16/02 - Waiting on recommendations from DGS eVA management to disseminate to the agencies.

Date: **05/16/02**

Issue

Issue Number: 135

Issue Date: 01/10/02

Issue Source: Accounting Line

Issue Description: % Split Supported

Discussion: **Can % split be supported?**

Solution: 01/31/02 - Yes. You can split by amount, quantity and percentage.

Status: **Closed**
Date: **01/31/02**

Issue

Issue Number: 136

Issue Date: 01/10/02

Issue Source: Accounting Line

Issue Description: Split Accounting

Discussion: **Split accounting for PO/For line on PO?**
                      What is the maximum number of accounting lines per PO
                      line?(02/14/02 clarification)

                      01/31/02 - This is Dana's question. Need more clarification.

                      02/14/02 – There can be up to 99 accounting lines per PO line.

Status: Closed
Date: **02/14/02**

Issue

Issue Number: 138

Issue Date: 01/10/02

Issue Source: Receiving

Issue Description: Receiving Role

Discussion: **How is BSOrg setup for receiving?**

                   01/31/02 -
                        - Are agencies doing receiving in eVA? No.

Solution: 01/31/02 (modified 02/14/02)- Agencies are not expected to import
                        receiving into eVA . Agencies are not required to use Receiving
                        module in eVA.. (note: Receiving is extracted from the eMall to go
                        into the Data Warehouse if the receiving info is present.)

Status: **Closed**
Date: **01/31/02**

Issue

Issue Number: 140

Issue Date: 01/10/02

Issue Source: Error & Message Handling

Issue Description: Point of Failure Error

Discussion: **How are import error - points of failure handled?**

02/28/02 -
There are 3 points of failure:
1 - Problem transmitting PO file from agency to Message Broker or from Message Broker to AMS internal server.
2 - Invalid file format or invalid mandatory data. The entire PO record is not checked for all possible errors. Process for a PO record stops when the first error is encountered.
3 - Errors found after PO records are loaded into Ariba Buyer (eMall) remains in Composing status. Example of error would be mandatory field not present. Requisition/PO remains in the preparer's inbox. Preparer must login to eVA and check inbox for failed orders that are in composing status and make the necessary correction(s).

Need to determine if import file will be one file for each transaction or batch transactions.

How would you know the reason a transaction failed? Marc will research if there is a list of possible errors and provide it to the group.

Assigned To:

Solution: 03/28/02
-   Entity receiving file will always confirm receipt of file.
-   Message Broker informs agency of error conditions identified by Message Broker.
-   AMS will notify Message Broker of any errors that occur at AMS. DGS will notify agency.
-   Error handling notification from Message Broker will be email based.

Status:
Date: **03/28/02**

Issue

Issue Number: 141

Issue Date: 01/10/02

Issue Source: Error & Message Handling

Issue Description: Records Fail to Load During Import

Discussion: What happens when records fail to load during import?

Assigned To:

Solution: (See error handling document that will be provided by Marc)

Status:

Work Estimate:

Approval:

Date:

Issue

Issue Number: 142

Issue Date: 01/10/02

Issue Source: Error & Message Handling

Issue Description: Records Data Level Validation

Discussion: What happens when records import successfully into Ariba Buyer, but fail data-level validation?

Assigned To:

Solution: (See error handling document that will be provided by Marc)

Status:

Work Estimate:

Approval:

Date:

Issue

Issue Number: 143

Issue Date: 01/10/02

Issue Source: Error & Message Handling

Issue Description: Load to Ariba Buyer/Data Warehouse

Discussion: How does ERP/eVA know to load in Ariba Buyer or Data Warehouse?

Assigned To:

Solution: (See error handling document that will be provided by Marc)

                       All orders must be loaded into eMall before they are loaded into the
                       Data Warehouse. There has to be a different process to import orders
                       directly into the Data Warehouse since the data is denormalized. This
                       process does not exist.

Status:

Work Estimate:

Approval:

Date:

Issue

Issue Number: 144

Issue Date: 01/10/02

Issue Source: Error & Message Handling

Issue Description: Transport of PO to Vendor

Discussion: What happens when transport of PO to vendor fails?

Assigned To:

Solution: (See error handling document that will be provided by Marc)

                       03/28/02 -
                       It would be a failed order, and it goes into 'Ordering' status. Will be
                       handled according to DPS procedure.

Status:

Work Estimate:

Approval:

Date: **03/28/02**

Issue

Issue Number: 145

Issue Date: 01/10/02

Issue Source: Error & Message Handling

Issue Description: Import Status Code from Ariba

Discussion: Does Ariba provide a status code after import completes?

Assigned To:

Solution: (See error handling document that will be provided by Marc)

Status:

Work Estimate:

Approval:

Date:

Issue

Issue Number:	146
Issue Date:	01/10/02
Issue Source:	Source
Issue Description:	Catalog from Shopping
Discussion:	**How do we get catalog data from eVA into ERP for shopping?**

01/31/02
- Can Ariba catalogs export be provided to import into ERP?
- Agency needs catalog information in order to better handle non-catalog split orders.
- Some agencies already have catalogs in their ERP.
- What can be provided to the agencies from Data Warehouse?
- Not all catalogs are loaded nightly into Data Warehouse. Only loading updates.

02/14/02
- If you need to shop catalogs, you should begin the requisition in eVA and pass data from eVA to the ERP using the ERP Purchase Requisition API.
- All import orders are sent as non-catalog.

02/21/02
- Cannot provide all catalogs because majority resides on Suppliers website. (Punchout)
- Combined items for all catalogs in eVA are approximately 1.8 items. There's a high volume of changes on a daily basis.
- Group would like to know if just mandatory catalog could be provided. This request needs more research, will refer it to Bob Sievert.

Solution:	03/28/02

- DPS will post CSV versions of contract catalogs. Can't give catalog data on punchout sites.
- Maria to provide CIF format. There is no update date on the CIF file.

Status:	Open
Date:	**03/28/02**

Issue

Issue Number:	147
Issue Date:	01/10/02
Issue Source:	Source
Issue Description:	Quick Quote to ERP
Discussion:	How do we get Quick Quote data into ERP?
Solution:	02/14/02

- QQ data from QQ to eVA purchase requisition in the eMall. If you need this information in the ERP, interface by exporting the requisition from eVA to the ERP.

-

Status:	Closed
Date:	**02/14/02**

Issue

Issue Number: 148

Issue Date: 01/10/02

Issue Source: File Transport and Data Maintenance

Issue Description: File Transport Without Message Broker

Discussion: Can we do file transport without a message broker?

Assigned To:

Solution:

Status:

Work Estimate:

Approval:

Date:

Issue

Issue Number: 149

Issue Date: 01/10/02

Issue Source: File Transport and Data Maintenance

Issue Description: Message Broker Helps Situation

Discussion: How does the proposed message broker helps the situation?

Assigned To:

Solution:

Status:

Work Estimate:

Approval:

Date:

Issue

Issue Number: 151

Issue Date: 01/10/02

Issue Source: Other Issues

Issue Description: Funding Source Restriction

Discussion: Funding Source - Are there restricted funds that cannot be used for
                       eVA purchases?

                       02/14/02
                       Some federal grants are not subject to the 1%. (see issue#106). Policy
                       questions should be addressed in PIM 10 or by the DPS account
                       executive assign to the agency.

Solution: - Given July 1 funding model change, this is not an issue.
Status: Closed
Date: **05/16/02**

Issue

Issue Number: 152

Issue Date: 01/10/02

Issue Source: Other Issues

Issue Description: Changes/Cancellations to POs

Discussion: How will changes/cancellations to POs be handled?

        02/21/02
        - Need to be able to close PO with partial receipts in eVA. PO can only be closed (forced close) in Receiving. Imported POs receipt will be done at ERP, not in eVA.

Solution: 02/14/02 – Currently, the eMall cannot handle change orders. Agency should take the necessary steps to notify the vendor that the order will be canceled and a new order sent. Agency should establish a process to have someone find the order in the ERP and in eVA and cancel it manually. Agency should send new order to eVA to be imported.

        05/16/02 -
        No Change. Waiting on Marc's analysis.

Status: Still waiting on Marc's analysis of Change Orders.
Date: **05/16/02**

Issue

Issue Number: 156

Issue Date: 01/10/02

Issue Source: Other Issues

Issue Description: Grant-Related/Confidentiality Information on POs

Discussion: How do we handle grant-related/confidentiality issues (e.g. patient name on PO)?

Solution: 02/14/02 examples are DJJ orders with patient names. DJJ is currently not entering these orders in eVA.   Do not send orders with confidential information to be imported into eVA.

                     5/16/02
                     Send order with Preferred Order Method status of 'Exception'. Order will not be sent to eVA, but loaded on the DGS holding tank database.

Status: Closed
Date: **05/16/02**

Issue

Issue Number: 158

Issue Date: 01/24/02

Issue Source: Receiving

Issue Description: Split PO ERP Receiving

Discussion: **How do we handle receiving in ERP on POs that are split in eVA?**

Solution: 02/14/02
                       This will be a manual process. DGS will provide a cross reference
                       report of eVA "requisitions" (which will be the imported agency
                       orders) to orders created in eVA. Agency will do their receiving in
                       their ERP.

                       Recommend that agency align the ERP purchase order structure with
                       eVA so that orders will not be split in eVA.

                       05/16/02 -
                       Marion reviewing report. Will publish to eVA Reports and
                       Documents portal on the Technical page by the end of this week, or
                       early next week.

Status: Open – waiting on cross reference report.
Date: **05/16/02**

Issue

Issue Number: 160

Issue Date: 01/24/02

Issue Source: Vendor

Issue Description: Ten Vendor Ordering Location in eVA

Discussion: **Ten Ordering location in eVA not realistic. Can it be increased?**

Solution: 02/21/02 - This is a vendor issue.
                        02/14/02
                        Electronic orders can only be sent to one electronic location.

                        03/28/02
                        -    Every order location will be identified by DUNS number or Tax
                             ID + Zip (5 digits).
                        -    In Advantage 3.0 this will not be an issue.

                        05/16/02 -
                        This will be resolved with new upgrade to Advantage, which is
                        schedule to be implemented in December at best.

Status: Open
Date: **05/16/02**

Issue

Issue Number: 161

Issue Date: 03/14/02

Issue Source: eMall

Issue Description: EVA Change Orders

Discussion: **How do we handle Change Orders in eVA?**

                       (See issue # 152)
Solution:

Status:
Date:

Issue

Issue Number: 162

Issue Date: 03/14/02

Issue Source: PO Comments

Issue Description: How many comments and length of comments on PO

Discussion: **How many comments and length of comments that a Fax PO, Email PO and XML PO can handle?**

03/28/02
-   Marc has other ideas on length and comments to be stored. Does not have to be limited to 256 characters per comment. Will discuss with group.

05/16/02
-   On XML and Printed PO shows all comments entered in eMall.
-   Not sure what happens on FAX and Email PO. Marion/Maria to create a FAX and Email PO, use ACME as the vendor, and test in UAT. Coordinate with Marc when performing this test.

Solution:

Status: Open
Date: **05/16/02**

Issue

Issue Number: 163

Issue Date: 03/14/02

Issue Source: PO Attachments

Issue Description: What does the vendor receive when PO has attachment

Discussion: **What does the vendor receive if attachment is included on Fax PO, Email PO and XML PO?**

                     03/28/02
                     - Who, how will attachment sequence to be made unique?

Solution: 1. Vendor gets attachments for:
                          Email
                          XML
                      2. Vendor does not get attachments for FAX. Attachments go to vendor Ariba in-box.
                      3. Attachments must have unique name across eVA.

                     05/16/02
                     - For FAX PO on the PO header comment say 'Attachment is included' to let vendor know to look for attachment in the Ariba in-box.
                     - If vendor indicates 'URL' as preferred order method for location, and Ariba CSN indicates 'FAX' for location, Ariba CSN faxes PO to vendor and places attachments in vendor's Ariba in-box.

Status: Closed
Date: **05/16/02**

Issue

Issue Number: 164

Issue Date: 03/28/02

Issue Source: PO Line Item

Issue Description: Multi Fiscal Year Line Item

Discussion: **How do we handle multi fiscal year line items?**

- Fiscal Year is at the header level.
Fiscal year is not encumbrance FY, but year that the PO was placed, went
under contract or award was made. This is a required field. Fiscal year was
added to help Accounts Payable. If agency needs to record fiscal year for
encumbrances at the line item level, fields are available that agency can turn
on in eVA.

05/16/02 -
Fiscal year is the fiscal year order was created.

Solution:

Status: Closed
Date: **05/16/02**

Issue

Issue Number: 165

Issue Date: 03/28/02

Issue Source: PCARD Orders

Issue Description: Importing PCARD orders

Discussion: **How will PCARD order be imported?**

Possibility of adding PCARD orders to the import file. Group does not have an immediate need to import PCARD orders, but doesn't want to close the door for future use.

Will ask AMS what are the possibilities of importing PCARD orders.

05/16/02 -
- Not importing PCARD orders at this time. Agencies will not send PCARD orders on the import file.   Maybe a future enhancement with Change Orders.
- DMME and VDOT are putting PCARD orders in their ERP system.

Solution:

Status: Open
Date: **05/16/02**

Issue

Issue Number: 166

Issue Date: 03/28/02

Issue Source: Vendor Commodity

Issue Description: NIGP 7 Digits

Discussion: **Are we considering going to NIGP 7 digits.**

                     This will be a DPS policy decision.

                     05/16/02
                     -    Marion to check with DPS.
                     -    Debbie Adams is recommending to agencies that she support to purchase
                          7 digits, and will pass 5 digits to import file.

Solution:

Status: Open
Date: **03/28/02**